



DISTRICT OF COLUMBIA

AIR NATIONAL GUARD

VACANCY ANNOUNCEMENT

POSITION TITLE, SERIES, GRADE, & NUMBER	SALARY RANGE	AREA OF CONSIDERATION
SECRETARY (OA) GS-0318-07, N0065	\$29,966-\$38,954	Current on-board Competitive

ANNOUNCEMENT NUMBER	OPENING DATE	CLOSING DATE
COMPETITIVE 01-604	03 AUG 01	17 AUG 01

SUBMIT APPLICATIONS TO:	TYPE OF POSITION	TYPE OF APPOINTMENT	BRANCH OF SERVICE
HUMAN RESOURCE OFFICE DC NATIONAL GUARD 2001 East Capitol Street Washington, DC 20003-1719	COMPETITIVE	COMPETITIVE	ANG

WORK LOCATION 113th WG, DCANG ANDREWS AFB, MD	**Relocation expenses will not be paid** ** TEMPORARY APPOINTMENT ** **May Lead to Permanent**
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CONDITION OF EMPLOYMENT:

***National Guard Membership:** Prior to appointment to this position, selectee must be a member of the District of Columbia AIR National Guard.

***Electronic Funds Transfer:** Selectee is required to participate in electronic funds transfer/direct deposit.

***Military Duty Assignment:** Selectee will be assigned to a compatible military position in the following AFSC or SSI specialties:

INSTRUCTIONS FOR APPLYING: Submit applications for Federal Employment by using either **OF 612** or **SF 171**. Technicians currently employed by the District of Columbia National Guard may submit SF 172 (if a current SF 171 is on file). ****SF 171 dated prior to Jun 88 will not be accepted.** All applications must contain applicant's current unit of assignment, MOS/SSI and military grade. **Applications mailed at government expense will not be accepted by this office.** Applications for this announcement **must** be submitted to the HRO on or before 1600 hours on the closing date. ****TO BE CONSIDERED FOR THIS POSITION THE KSA'S MUST BE ADDRESSED BY ELEMENT ON A SEPARATE PAPER ****

EQUAL EMPLOYMENT OPPORTUNITY: All qualified applicants will receive consideration for this announcement without regard to race, color, gender, religion, national origin, age, physical handicap, or membership/non-membership in an employee organization, in conformance with NGB Regulation 690-600 and Air National Guard Regulation 40-1613.

EVALUATION PROCESS: Applications will be evaluated solely on information supplied in the application (SF 171, OF 612). Experience will be evaluated based on relevance to the position for which application is made and whether it is full-time or part-time.

Any questions regarding this vacancy announcement may be referred to SPC CHERYL BELL, Personnel Staffing Specialist, at 202 - 685-9760 or DSN 325-9760 or SSgt AMANDA POTTS, Personnel Assistant, 202 -685-9780 or DSN 325-9780.

AN EQUAL OPPORTUNITY EMPLOYER

01-604 SECRETARY (OA), GS-0318-07, N0065

BRIEF DESCRIPTION OF DUTIES: Receives visitors and telephone calls. Keeps the supervisor's calendar. Prepares responses to requests for general information concerning the organization's functions from source material. Makes arrangements for conferences and meetings, including such matters as location, schedule, agenda and attendance list. Reads incoming correspondence, publications, regulations, and directives which may affect the supervisor. Reviews outgoing correspondence for proper format, conformance with general policy and procedural instructions, grammar, accuracy and inclusion of necessary attachments. Provides assistance in the procedural aspects of the office, including distributing work to clerical personnel. Maintains office files of correspondence, directives, regulations, and other information. Arranges for travel, arranges visit schedules, notifies organizations and officials to be visited, makes reservations, and submits travel vouchers and reports. Performs other duties as assigned.

QUALIFICATIONS: GS-07

GENERAL EXPERIENCE: **Experience** performing any combination of the following tasks: typing (letters, forms); general clerical (answering the telephone, receiving visitors, composing correspondence, filing, reviewing outgoing correspondence for grammar, format, etc.) stenographic (taking and transcribing shorthand).

COMPETITIVE SPECIALIZED EXPERIENCE: 1-year equivalent to at least next lower grade level.

****ALL KSA'S MUST BE ADDRESSED BY ELEMENT ON A SEPARATE PAPER****

- A. Skill in operating a typewriter.
- B. Knowledge of grammar, spelling, punctuation, and required formats.
- C. Knowledge of the organization and function, sufficient to refer visitors, telephone calls, and mail.
- D. Ability to keep supervisor's calendar, to arrange meetings and conferences, reserving conference rooms and notifying all participants; making travel arrangements, typing travel vouchers and reports.
- E. Ability to establish a filing system, to classify, retrieves, and disposes of materials.

DOCUMENTATION OF EXPERIENCE MUST ADDRESS KSA'S AS OUTLINED FOR THIS VACANCY.

(Incomplete Applications Will Not Be Rated)